



Chapter 8

Kayenta Township Scholarship Application Policy and Procedures

KAYENTA TOWNSHIP SCHOLARSHIP APPLICATION POLICY AND PROCEDURES

Purpose:

This policy is to provide financial aid eligibility, scholarship requirements, and application procedures. The Kayenta Township (“Township”) will use this policy and these procedures to determine eligibility for Kayenta Chapter or Township students who request financial assistance for educational purposes. The amount of a scholarship award is \$500 per semester for full time students and \$250 per semester for part time students, depending on availability of funding. Should additional funding become available, this limit may be increased at the sole discretion of the Kayenta Township.

Eligibility for Township Scholarships:

1. The Applicant’s eligibility will be considered based on satisfying the following requirements:
 - a. The applicant must be a registered voter of the Township or the Kayenta Chapter and if not registered or if under the age of 18, his or her parent(s) must be registered voters of the Township or Kayenta Chapter and provide proof of such registration.
 - b. The applicant must be a high school graduate (or have an equivalent of a G.E.D.) with a Grade Point Average (“GPA”) of at least 2.0 on a 4.0 scale.
 - c. The applicant’s cumulative GPA must be as stated, with priority given to those students with the highest cumulative GPA.
 - d. The applicant must be enrolled part or full time in a graduate or undergraduate degree or certificate program at a recognized and/or accredited institution, including universities, colleges, technical institutions and vocational schools.
 - e. The applicant must maintain satisfactory academic progress toward a degree or certificate and must meet the written standard of satisfactory progress for his/her school.
 - f. Early withdrawal or misuse of scholarship funds will disqualify a student from any future scholarship funds for a period of at least one school year. Depending on the circumstances surrounding the withdrawal, the student may be required to repay the Township.

- g. Applicants shall adhere to deadlines and timely submit all required documents to be eligible for consideration. The deadline for fall semester will be February 28 of that calendar year and the deadline for spring semester shall be November 25 of the prior calendar year. Applications submitted prior to February 28 will cover the entire academic year.
- h. Applicants who have met all requirements and deadlines will be prioritized according to need, merit and other relevant factors, and selected for scholarships until budgeted resources have been exhausted.
- i. No one shall have a contract, property, due process, fundamental, or other right to scholarship assistance. Any such assistance may be granted or withheld in the sole discretion of the Township.

Application Process:

1. All first time students must submit the following documents:
 - a. A completed and signed Scholarship Application.
 - b. A certified copy of a Certificate of Indian Blood (“CIB”) showing eligibility for membership in the Navajo Nation.
 - c. Proof that Applicant, or if under the age of 18 his or her parent(s), is a registered voter of the Kayenta Township or Kayenta Chapter.
 - d. An official school transcript or electronic transcript (high school and/or college or university transcripts, as appropriate) and letter of admission.
 - e. A one page letter of interest.
 - f. Social Security Card.
 - g. A 500 word essay describing how the Applicant’s education will benefit the community.
 - h. One or more letters of recommendation are encouraged but not mandatory to support student’s application. Recommendations may determine the best candidates if there is a large number of student applicants.
 - i. Proof of outstanding educational awards will also support the student’s application.
 - j. Incomplete applications will be rejected.
2. Applicants continuing from the previous semester must provide the following documents to continue scholarship funding:

- a. An official transcript indicating final grades and GPA standing from the previous semester. The official transcript must be submitted within 15 days after the semester ends.
- b. The next semester course schedule.

Review and Selection Process:

1. Any elected official of the Navajo Nation, the Kayenta Township Commission, the Township or its staff shall not participate in the consideration of applications submitted by relatives or otherwise show favoritism to their own relatives.
2. The Human Resources Department shall administer the scholarship program. The administration of the program will include the following:
 - a. Receive, review, record and secure all documentation.
 - b. Identify any missing documents; though it is not required, the coordinator may contact the applicant for clarification.
 - c. Maintain a summary sheet of applications received.
 - d. Maintain a summary sheet of the scholarship budget.
 - e. Provide quarterly summary reports to the Town Manager.
 - f. Review of qualified applicants will be summarized and provided to the Town Manager and/or the Commission for scholarship fund approval at least 15 days prior to the start of each semester.
3. The amount of a scholarship award will be paid directly to the scholarship applicant, who shall be responsible for any tax reporting or payment obligations.
4. Summer job opportunities to scholarship recipients may be provided by the Township. Scholarship recipients are encouraged to apply for summer employment not only with the Township, but also with the Kayenta Chapter, and other public and private employers and agencies on or near the Navajo Nation.

Applicants need to submit the following documents to determine eligibility on/or before deadline dates:

Term	Deadline Date	Documents Needed
Academic Year (Fall, Winter and/or Spring)	February 28	Application, CIB, Letter of Admission (Enrollment Verification), Transcripts are all due.
Winter and/or Spring Terms Only	November 25	Application, CIB, Letter of Admission (Enrollment Verification), Transcripts are all due.

Report any changes in status including marital status, name, income, enrollment or withdrawal and transfer status to Kayenta Township.

If and when this application is approved, I will abide by all Kayenta Township Scholarship policies and give permission to the Kayenta Township Scholarship to receive my transcripts and financial aid information:

Student Signature: _____
(Required)

Date: _____